

EI/ILP Roles and Responsibilities

Developmental Assistant	Developmental Associate	Developmental Specialist I	Developmental Specialist II	Developmental Specialist III & IV
SEED Level 7	SEED Level 8	SEED Level 9	SEED Level 10	SEED Level 11 & 12
<p>Individuals with an AA/ AAS in unrelated discipline or a Child Development Associates CDA.</p> <p><u>Job responsibilities:</u></p> <ol style="list-style-type: none"> 1. Manage data base and data entry responsibilities 2. Responsible to facilitate and plan play groups 3. Assist in team meetings 4. Office responsibilities 5. Responsible for conducting intake & screening 	<p>Individuals with an AA/AAS in related discipline or a BA in unrelated discipline with 3 child development credits.</p> <p><u>Job responsibilities:</u></p> <ol style="list-style-type: none"> 1. Responsible for the facilitation of play groups 2. Responsible for conducting intake & screenings 3. Responsible for preparing all paperwork and materials prior to assessment. 4. Responsible for the facilitation of Family Service Coordination (Indirect supervision from DS II, III or IV) 5. Participate in development of IFSP (initial, revisions, renewal) (Direct supervision from DS II, III or IV) 6. Facilitate the implementation of IFSP activities (home visiting, therapy services, clinical or developmental, related to completion of IFSP goals) (Indirect supervision from DS II, III or IV) 	<p>Individuals with a BA or higher in a related discipline with 3 child development credits OR a Master's in unrelated or related without licensure or certification OR AAS-SLP with certification</p> <p><u>Job responsibilities:</u></p> <ol style="list-style-type: none"> 1. Responsible for the facilitation of play groups 2. Responsible for conducting intake & screenings 3. Responsible for preparing all paperwork and materials prior to assessment. 4. Responsible for the facilitation of Family Service Coordination 7. Participate in IFSP development (initial, revisions, renewal) (Direct supervision from DS II, III or IV) 5. Facilitate the implementation of IFSP activities (home visiting, therapy, clinical or developmental, services related to completion of goals.) (Indirect supervision from DS II, III or IV) 	<p>Individuals with a BA in a related discipline with a valid teaching certificate or professional licensure and 6 child development credits.</p> <p><u>Job responsibilities:</u></p> <ol style="list-style-type: none"> 1. Responsible for the facilitation of Family Service Coordination 2. Responsible for the development of IFSP 3. Responsible for IFSP Implementation (home visiting, therapy, clinical or developmental, services related to completion of goals.) 4. Responsible for implementation & completion of Assessment and Evaluation 5. Developmental Specialist II may provide supervision to SEED Levels under 10 	<p><u>DS III:</u> Individuals with a MA, MS or MEd in a related discipline with a valid teaching certificate or professional license and 6 child development credits. <u>DS IV:</u> Same as DS III plus have a Ph.D in related field with lic or certification.</p> <p><u>Job responsibilities.</u></p> <ol style="list-style-type: none"> 1. Responsible for the facilitation of Family Service Coordination 2. Responsible for the development of IFSP 3. Responsible for IFSP Implementation (home visiting, therapy, clinical or developmental, services related to completion of goals.) 4. Responsible for implementation & completion of Assessment and Evaluation 5. Developmental Specialist III may provide supervision to SEED Levels under 11

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Direct Supervision

- Developmental Specialist II or III must facilitate the initial development of IFSP, all revisions and renewals. IFSP development, renewal or revision may take place with multidisciplinary team via phone, pre-conference, face to face or telehealth with IFSP team. Developmental Specialist II or III must sign IFSP as Primary Service Provider.
- All IFSP related work of Developmental Associates and Developmental Specialist I takes place under the licensure or certification of Developmental Specialist II and III.

Indirect Supervision

- Developmental Specialist II or III must review and sign activity progress notes of Developmental Associate (DA) or Developmental Specialist I (DSI) following each visit.
- Information obtained during supervision may include data relative to (a) agreement (reliability) between the DA and DSI and the supervisor on correct/incorrect recording of progress toward achieving goals; (b) type and accuracy of strategies procedures; (c) accuracy in recording data; and (d) ability to interact effectively with the client.

NOTE: If and SLP-A or OTA perform responsibilities related to their specific discipline Speech Language Pathologist and Occupational Therapist must follow the specific licensure guidelines for direct and indirect supervision.

Provisional Status

- Everyone is provisional (at the assigned SEED level) until the Part C Credential is complete.
- Provisional status related to Child Development Credits (Applies to individuals hired between February 2010 – present):
 - Individuals with a related masters or bachelors with appropriate certification or licensure but do not have the required 3-6 child development credits will remain provisional (even if they have completed the Part C credential) until the child development credits are complete. (*Note: These credits can be undergraduate or graduate level courses*). As long as the provider is actively pursuing completion of the credits they can perform the EI/ILP roles and responsibilities associated with their level. A work plan must be submitted to their supervisor and the state ILP training coordinator within three months of hire.
 - Ex: If a licensed SLP has no child development credits, they remain a provisional SEED 11 until 6 child development credits are complete at which time SEED level will change to professional.
 - The provider may perform the responsibilities of a SEED 11 as long as a work plan describing what, how and when the educational requirements will be met are indicated. (*Inquire with State ILP training coordinator for approved child development credits*).

Developmental Associate and Developmental Specialist I:

Developmental Associate or Developmental Specialist I may:

1. implement a documented treatment plan, IFSP, developed by the supervising developmental specialist;
2. write activity progress notes (Each activity progress note must be reviewed and signed by qualified supervisor following each visit);
3. participate in interdisciplinary team meetings, consultation meetings, or a meeting in which diagnostic information is interpreted or in which the families plans are developed or reviewed with the presence of a Developmental Specialist II or III.

Developmental Associate or Developmental Specialist I may not:

1. administer diagnostic evaluation tools, perform formal or informal assessment, or interpret test or evaluation results;
2. write, develop, or modify a client's treatment plan or IFSP; (without direct supervision)
3. sign a client record or billing record that does not contain the signature of a Developmental Specialist II or III.

NOTE: The above guidance applies to both Part C and non-part C children and families.